STAT

ITEMS FOR DISCUSSION WITH [redacted] ON REPORTS INVENTORY:

Basically what we need is some guidlines in the form of a handout to DDS Office "Project-Director's"....which sets forth the requirements and procedures to use in the Reports Inventory:

MUST HAVE ANSWERS TO FOLLOWING ISSUES:

1. What is criteria for "significant internal management/administrative report)

   A. Man hours spend in preparation?

   B. Computer time?

   C. Programmer's time?

   D. Distribution (total numbers of copies and to whom)

2. How do we determine...and again what criteria do we use to identify reports prepared on pre-printed forms. Which of these should be included in our inventory?

   A. Analyse Hazels computer runs on ~~XXXXXXX~~ Forms inventories to determine if these could provide basic source data for the Offices in preparation of their "Reports" inventories.

   B. Is it possible to come up with a summary run for example of the ~~xx~~ hundreds of forms used for reporting purposes in Office Of Finance...how many of these (and which ones) should be included in our "inventory of significant" reports. Same applies to all support offices...

Must be able to give some specific guidlines to DDS Offices on how they are to handle this portion of the inventory..."Report forms" When is a report form a basic report...what about "feeder-reports" prepared on pre-printed forms. How do we identify the end product of feeder reports?

3. Is it reasonable to assume that we can obtain sufficient information from OCS (or the SIPS task force) on computer produced reports; to eliminate this large category of reports from the requirements levied on the individual support offices.

   A. Perhaps the inital cut at the inventory...to identify total numbers of reports and their cost...can be obtained from data now available in OCS.

   ~~B. More detailed information on requirements, distribution~~...

STAT NOTES ON REPORTS SURVEY TO DISCUSS WITH [redacted] (Contd).

3. B. From basic runs in OCS (on reports they are producing in response to requirements from DDS Offices)....these can then be turned over to the OPI to augment the information on the print outs to include all information required for the ~~XXX~~ follow up analysis.

(see para 4 A. (4) of Tansmittal memo attachment...for type of analysis required).

4. Re item three above: Give me some ideas on the basic data needed on each report to preform the analysis, ~~andx~~ justification and certification aspects of thestudy.

(see Page 6 - [redacted] study) STAT

A. Clear statement of requirements for report....and revalidation of these requirements.

B. What are feeder reports and corallary reports

C. What is current distribution of reports (no. copies and to whom, and why)

D. Identification and description of report

E. Date report was first initiated?

F. How do we handle reports that are of general interest to several Offices and Components...i.e. the many personnel reports ~~xxxxxxx~~ steming for personel action information.

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5. Establish guidlines on who (what level of the organization),...reports on what? in developing basic inventory....

Example: Who is responsible for "inventory" data on Finance, Logistics, and Personnel reporting requirements levied on Field stations?

The parent DDS/Office?
The DDP Area Division?

6. What should be done about a review of regulatory issuances (Handbooks and Regs) to identify reporting requirements levied in those directives?